### WILLMER FOWLER, JR. PISTOL PERMIT SUPERVISOR

1.)



92 Franklin Street Buffalo, New York 14202 716/858-6600

### CHRISTOPHER L. JACOBS ERIE COUNTY CLERK

#### **Pistol Permit Department**

# PLEASE READ <u>MANDATORY</u> INSTRUCTIONS CAREFULLY AND COMPLETE <u>ALL</u> STEPS BEFORE SUBMITTING APPLICATION IN PERSON Failure to do so may result in the delay of, or inability to accept your application.

- 2.) USE BLACK INK ONLY PLEASE TYPE OR PRINT. Your phone number must be listed on the upper left hand corner of the enclosed two (2) State Applications (PPB-3) and they must be completed and submitted WITH SIGNATURES. No copies. The spaces indicating "LICENSE NUMBER", "COUNTY ISSUE", "CODE", "DATE OF ISSUE" AND "NYSID NUMBER" ARE TO BE LEFT BLANK. Beginning with your last name, FILL IN ALL THE INFORMATION IN THE GREY SHADED AREAS. Then continue by completing the rest of the information.
- **3.)** The applicant's signature **MUST be ACKNOWLEDGED ON ALL FORMS**, by either a Notary or Commissioner of Deeds. **The Jurat** is for the Notary or Commissioner of Deeds signature.
- **4.)** Applicants must be twenty-one **(21)** years of age. Immigration documentation is required for non-citizen applicants. For U.S. Citizens born outside of the United States, proof of citizenship must be provided.
- 5.) Please submit with your application two (2) photographs 2" x 2" (inches) black and white or color. NO MACHINE OR AMATEUR PHOTOGRAPHS will be accepted. PLEASE PRINT YOUR NAME ON THE BACK OF EACH PICTURE. Pictures are available for a \$10 fee next door in the Erie County Clerk's Administrative Office.
- 6.) ALL REFERENCES MUST LIVE IN ERIE COUNTY. All references MUST sign BOTH State Applications. In addition, your four (4) character references must live in your city, town, or village, unless prior written approval is obtained from your local Police Agency and such approval must be with your application.
- **7.)** Applicants must have instructions in the safe handling of firearms from a certified instructor, and proof of such training must be submitted with the application.
- 8.) All applicants must complete form entitled affidavit. This portion of the form must also be notarized.
- **9.)** The backs of BOTH applications (Forms PPB-3/PPB-3A) **must** contain the applicant's **SIGNATURE** and **ADDRESS**, directly above the section labeled "INVESTIGATIVE REPORT".
- **10.)** If you are requesting **Personal and/or Business Protection** and are applying for **Personal** Protection, you must **STATE IN DETAIL YOUR NEED FOR SUCH PROTECTION.** This portion of the affidavit must also be notarized.
- 11.) If you are requesting **Personal and/or Business Protection** and are applying for **Business** Protection, you must complete the Business Protection Affidavit, **STATING IN DETAIL YOUR NEED FOR SUCH PROTECTION**. If you are the owner of a business, please submit a copy of your corporate minutes indicating your position with the business, DBA or Business Certificate. If you are applying for a license in connection with present or proposed employment, you must submit a letter from your employer on company letterhead or a notarized letter from your employer verifying both your employment and the need for you to carry a weapon as part of your employ. This portion of the affidavit must also be notarized. Submit with your completed application.
- 12.) IF YOU HAVE EVER BEEN ARRESTED, OR CHARGED FOR ANY OFFENSE EXCEPT MINOR TRAFFIC INFRACTIONS (SPEEDING OR STOP SIGNS) YOU MUST SUBMIT A CERTIFICATE OF DISPOSITION FOR EACH ARREST WITH YOUR APPLICATION. Certificates of Disposition can be obtained from the Court where your case was heard. YOUR FAILURE TO DISCLOSE ANY CRIMINAL CHARGE, (EVEN IF DISMISSED AND SEALED), WILL BE SUFFICIENT CAUSE TO DENY THIS APPLICATION.
- 13.) COMPLETED APPLICATION MUST BE SUBMITTED IN PERSON before 4:00 pm (3:00 pm\*) to the Erie County Pistol Permit Department. The application MUST BE ACCOMPANIED BY A NON-REFUNDABLE \$20.00 permit processing fee, payable by cash, personal check or money order.

The fingerprinting process will be explained with the submission of your completed application.

**14.) Erie County Pistol Permit Hours:**\*Except (July 1st - Labor Day)

Monday - Friday from 9:00 am - 4:45 pm
Monday - Friday from 9:00 am - 4:15 pm

### AFFIDAVIT-ALL QUESTIONS MUST BE ANSWERED

(Name in full)	(Maiden Name)	(Physical Address	)
,	•	· •	•
in the County of Erie, State of N	(Mailing Address if different ) New York being an applicant for a handgun	permit,and being duly sv	worn, depose and make answer to
the following:			
	ng member of a bonafide gun club? Circle ent of activity:		NO
2) Relate any prior experience	(training with weapons) such as military ser	vices, gun clubs, hunting	g, etc
3) What provisions have you ma	ade to keep weapon secreted in the home, or	r place of business? Exp	lain:
4) Are there children residing in	n your home? Circle One YES	NO Ages	
5) Explain when and during wh	at hours the weapon will be in your physica	l possession:	
6) Are you receiving treatment	for any illness? If so, state the nature of you	r illness:	
	visual disabilities? If yes, explain:		
	no will be responsible for notifying the pisto		
Name:	Pl	hone:	
Address:			
	United States, why do you require a permit		
Sworn to and subscribed before	me this day		
		Signature of app	plicant
		Notary public or Co	ommissioner of Deeds
REQUEST FOR PERSO	ONAL AND/OR BUSINESS PROT	ECTION ON PIST	OL PERMIT
1) Reason for request in de	etail:		
2) Hours when permit will	be carried for business or personal p	orotection:	
Sworn to me this	day of	2	0
NOTARY PUBLIC, COMMISSIONER	R OF DEEDS, JUDGE OR JUSTICE APP	LICANT'S SIGNATURE IN	 FULL

Cell Phone #	Home Phone #	
E-Mail Address		
Applicants Name		
Address		
Country of Birth	vn by:	
Character References-No l	Relatives or Employees of the Erie County Sheriff's D	epartment
NAME:	/ Maiden name:	
Address:		
Home Phone #	Cell Phone #	
	Date of Birth:	
	_/ Maiden name:	
Address:		
Home Phone #	Cell Phone #	
	Date of Birth:	
	_/ Maiden name:	
Address:		
Home Phone #	Cell Phone #	
	Date of Birth:	
	_/ Maiden name:	
Address:		
Home Phone #	Cell Phone #	
Work Phone #	Date of Birth:	

#### **NOTICE TO APPLICANT:**

YOUR CHARACTER REFERENCES WILL BE INVESTIGATED FOR A PAST CRIMINAL HISTORY. A CHARACTER REFERENCE WITH AN ARREST RECORD COULD BE UNACCEPTABLE AND DELAY YOUR APPLICATION.

THE FINGERPRINTING PROCESS WILL BE EXPLAINED TO YOU UPON RECEIPT OF YOUR COMPLETED APPLICATION

#### PERSONAL INFORMATION REGARDING APPLICANT

#### TO BE COMPLETED BY INVESTIGATING OFFICER

NAME: Date Interviewed
Investigating Officer (Print Name):
Date of Birth: Place of Birth:
Present Address:
Former Address:
Employer:
Address of Employer:
How Long? Job Title:
Former Employer:
Address:
1) Children: Living/using area where handgun will be stored, kept or used?
(Circle one) YES NO Ages:
If yes, how will they be safeguarded?
2) Do you drink alcoholic beverages to excess or use any medication or drug that might impair your judgment?
If yes, explain:
3) Do you have any personal, mental or emotional problem which could cause you to act in any manner which would be a threat to public safety if you were armed?
If yes, explain:
4) Reason for permit:
5) Police Record:
Additional Information:



# County of Erie Christopher L. Jacobs

County Clerk

Pistol Permit Department

**Willmer Fowler, Jr.**Pistol Permit Supervisor

## **CHARACTER REFERENCE REQUIREMENTS** (Instruction #6 on Application Instructions)

The Erie County Pistol Permit Department works with numerous law enforcement agencies as part of the application process. Each police agency has its own requirements concerning acceptable references. Please note, the applicant must be aware of their city, town or village of RESIDENCE, (NOT mailing address), because their local police department is the agency which will handle the background checks of the applicant and references.

Below is a list of acceptable references, for each jurisdiction:

AMHERST: At least 2 references must live in Amherst, the other 2 may live anywhere in Erie

County.

BUFFALO: Preferably all 4 from the City of Buffalo.

CHEEKTOWAGA: All 4 must live in Cheektowaga.

EAST AURORA: At least 2 references must live in East Aurora, the other 2 may live

anywhere in Erie County.

LANCASTER: At least 2 references must live in Lancaster, the other 2 may live

anywhere in Erie County.

TONAWANDA (CITY): All 4 must live in the City of Tonawanda

TONAWANDA (TOWN): All 4 must live in the Town of Tonawanda or Village of

Kenmore.

The Erie County Pistol Permit Department <u>CANNOT</u> make exceptions to the above requirements; those must be made by an authorized person at the specific police department.

Applicants who live in any other towns, villages and cities with either their own police agency or that are served by the Erie County Sheriff's Department, may use anyone in Erie County as a reference.

### REGARDLESS OF POLICE AGENCY, NO REFERENCES CAN BE RELATIVES OF THE APPLICANT, OR EMPLOYEES OF THE ERIE COUNTY SHERIFF'S DEPARTMENT.

THIS INFORMATION IS CURRENT AS OF 03/26/2015, AND IS SUBJECT TO CHANGE AT ANY TIME, WITHOUT PRIOR NOTICE.

# **HANDGUN SAFETY COURSE** (Instruction #7 on Application Instructions)

A DD-214 form is acceptable in lieu of a handgun safety course certificate.

## FINGERPRINTING (Instruction #13 on Application Instructions)

The entire fingerprinting process, including fees, locations and scheduling, will be explained with the submission of your completed application.

Phone#:							Police Agency	/:
In accordance with the Federal Prive								
Pistol Permit Bureau as part of the s being recorded. The State Police will				•		•	•	insaction from
					INSTRU	UCTIONS: Print of	or type in black ink	conly
NYSID NUMBER	PE	DD 2 (DEV 02/11)			ĺ	COUNTY OF ISSUE	J 1	<i>"</i>
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OF ISSUE						GOOD UNTIL		
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LAST, FIRST, MI	ST	REET ADDRESS			CITY, VIL	LAGE, TOWN	SIGNATURE	
HAVE YOU EVER BEEN ARRESTEI	o, SUMMONED	, CHARGED OR	RINDICTED	ANYWHERE F	FOR ANY (	OFFENSE, INCLU	JDING DWI (EX	СЕРТ
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DATE FOLICE AGEN			CHARGE			Distribution	HON - COCKI AND DAT	
HAVE YOU EVER BEEN TERMINATED/	DISCHARGED FI	ROM ANY EMPLO	DYMENT OR T	THE ARMED FOR	RCES FOR C	CAUSE?		YES   NO
HAVE YOU EVER UNDERGONE TREAT: HAVE YOU EVER SUFFERED ANY MEN				CDITAL DUDI I	COR			YES   NO
PRIVATE INSTITUTION, FOR MENTAL	ILLNESS?							YES NO
HAVE YOU EVER HAD A PISTOL LICEN FOR SUCH A LICENSE DISAPPROVED,	OR HAD SUCH A	LICENSE REVOK	ED OR CANC	ELLED?				YES NO
DO YOU HAVE ANY PHYSICAL CONDIT A HANDGUN?	TON WHICH CO	ULD INTERFERE	WITH THE SA	FE AND PROPE	R USE OF			YES NO
HAVE YOU EVER BEEN CHARGED, PET OF A PROCEEDING IN FAMILY COURT		ST, A RESPONDE	NT, OR OTHE	RWISE BEEN A	SUBJECT			YES NO
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PPB3/PPB3A

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	NAME		KANK	SHIELD	DATE
APPLICANT'S SIGNATURE	AND ADDRESS:				
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NAME			RANK	ORGANIZATION	
Recommend: Approv	ed - Disapproved	(strike out one)			
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THIS APPLICATION	IS APPROVED – DI	SAPPROVED (STR	IKE OUT ONE) THE FOI THIS LIC	LLOWING RESTRICTION(S) IS	S (ARE) APPLICABLE TO
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Pistol Permit Bureau as part of the sbeing recorded. The State Police with						n from
MACID			INSTR	UCTIONS: Print or ty	ype in black ink only	
NYSID NUMBER	PPB-3 (REV.	03/11)		COUNT OF ISSEE		CODE
LICENSE NUMBER		STATE OF NEW	YORK	ERIE		CODE
DATE MONTH DAY YEAR OF ISSUE	PISTOL /F	REVOLVER LICENSE API	PLICATION	GOOD UNTIL R	REVOKED DAY	Y YEAR
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HGT (ins) WGT (lbs) EYES HAIR RA	ACE SOCIAL SECU	RITY NUMBER	PRESENT OCCUPATION		CITIZEN OF	
EMPLOYED BY	NATURE OF BUSINE	ESS BU	SINESS ADDRESS		☐ YES	□ NO
I HEREBY APPLY FOR A PISTOL/  * POSSESS/ CARRY DURING E		( ),	X CARRY CONCI		ESS ON PREMISES	
TOBBEBB/ CARRY DERIVOR		**Circle one or mo	_	viaca)		
** A LICENSE IS REQUIRED FOR T	THE FOLLOWING REAS		-	Personal Protectio	n Business Prot	tection
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LAST, FIRST, MI	STREET ADDI			LAGE, TOWN	SIGNATURE	
HAVE YOU EVER BEEN ARRESTE	D. SUMMONED, CHAR	GED OR INDICTED ANY	WHERE FOR ANY	OFFENSE, INCLUD	NG DWI (EXCEPT	
TRAFFIC INFRACTIONS)?	YES NO	IF YES, FURNISH THE		RMATION:	,	
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HAVE YOU EVER BEEN TERMINATED	/ DISCHARGED FROM AN	Y EMPLOYMENT OR THE	ARMED FORCES FOR	CAUSE?	☐ YES	□ NO
HAVE YOU EVER UNDERGONE TREAT			EAL DUDING OD		YES	NO NO
PRIVATE INSTITUTION, FOR MENTAL	ILLNESS?				☐ YES	□ NO
HAVE YOU EVER HAD A PISTOL LICE FOR SUCH A LICENSE DISAPPROVED,	OR HAD SUCH A LICENSI	E REVOKED OR CANCELL	ED?		☐ YES	□ NO
DO YOU HAVE ANY PHYSICAL CONDI A HANDGUN?					☐ YES	□ NO
HAVE YOU EVER BEEN CHARGED, PE OF A PROCEEDING IN FAMILY COUR	Т?	ESPONDENT, OR OTHERW	SE BEEN A SUBJECT		☐ YES	□ NO
IF ANSWER TO ANY QUESTION IS YES	S, EXPLAIN HERE:					
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THIS FORM APPROVED BY SUPERINTENDENT OF STAREQUIRED BY PENAL LAW SECTION 400.00, SUBD. 3.	ATE POLICE AS		TITLE	OF OFFICER		

In accordance with the Federal Privacy Act of 1974, you are hereby notified that your Social Security Number is not mandated by law. It is required by the

Police Agency:\_

Phone#:

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1. RIGHT THUMB	2 DI	GHT FOREFINGER	3. RIGHT MIDDLE FINGER	4. RIGHT RING FINGER	5. RIGHT LITTLE FINGER
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TAKEN BY:	NAME		RANK	SHIELD	DATE
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Pistol Permit Bureau as part of the sbeing recorded. The State Police will						n from
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DATE POLICE AGE	NCY	CHARGE		DISPOSITION	N - COURT AND DATE	
HAVE YOU EVER BEEN TERMINATED	/ DISCHARGED FROM AN	Y EMPLOYMENT OR THE	ARMED FORCES FOR	CAUSE?	☐ YES	□ NO
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		PLAIN IMPI	RESSIONS TAKEN SIMUL		
LEFT FOUR FINGE	RS			RIGHT FOUR FINGERS	
			THUMBS TAKEN TOGETHER		
<b>IMPRESSIONS</b>					
TAKEN BY:	NAME		RANK	SHIELD	DATE
APPLICANT'S SIGNATURI	E AND ADDRESS:				
		ALL INFORMATION	ON PROVIDED BY THIS A	PPLICANT HAS BEEN V	ERIFIED:
NAME			RANK	ORGANIZATION	
Recommend: Appro	ved - Disappro	oved (strike out one)			
MATERIA 1 DE		DEG   DDF CT		SIGNATURE OF INVESTIGATING	
THIS APPLICATION	IS APPROVED	O – DISAPPROVED (STR	IKE OUT ONE) THE FOI THIS LIC	LLOWING RESTRICTION(S) IS	6 (ARE) APPLICABLE TO
			THIS LIC	JEN 11312.	
	THE E AND GLOSI . TO	IDE OF LICENSING OFFICER			
		JRE OF LICENSING OFFICER			
			DSSESSION OF A PISTOL	OR REVOLVER AT THE	TIME OF ISSUE OF
			NG INFORMATION:		
MANUFACTURER	PISTOL OR REVOL	VER CALIBER	SERIAL NUMBER	MODEL	PROPERTY OF:
	1				